2013 Homeownership Annual Report Instructions

This report aims to collect information about annual activity associated with homeownership programs. *Programs with properties that the state of Washington holds the deed of trust for are exempt from reporting.*

If you did not submit a report for 2012, please submit one along with your 2013 report.
For 2013, we only want current program activity from January 1 through December 31. If home sales cross over from one year to the next, report when all homes are sold.
Please note that there is now only one Homeownership Annual Report form consisting of two pages - a contact person and certification page, and a page of questions.

We are accepting forms via email only. A signed hard copy is no longer required. Reports are due **July 31, 2014.**
Please email your reports to htfhomeownership@commerce.wa.gov

If you need assistance in completing the required annual report forms, please contact either:

Carol Olson	Carol.olson@commerce.wa.gov	(360) 725-2936
Susan Butz	Susan.butz@commerce.wa.gov	(360) 725-5005

We really tried to condense this report and to make it more user-friendly for all homeownership models. Even so, it may be difficult to reflect your program's specific activities. Please try your best and let us know what sections may need to be changed to better fit your program.

Instructions for Contact and Certification Sheet:

Project Name: Enter the name of all of your projects as indicated on the HTF Annual Reports due list. If your name for a project has changed since you were funded or since your last report, please let us know the new name of the project, and the old name it is replacing.

HTF Contract Number: Enter the contract numbers of your HTF contracts for this project. This report form consolidates all projects within your program.

Organization Name and Address: The name of the organization providing the homeownership assistance. If this information has changed, please make a note of it.

Contact Person, Phone, Fax, E-mail: Enter the name and contact information of the primary contact person that funding agencies should go to when discussing this project.

Contact Title: Enter the position title of the person best able to answer questions about this report.

Preparer Name: Enter the name of the person who actually prepared the report on this line, if different from the contact person identified above.